GRAVES COUNTY ELEMENTARY STUDENT HANDBOOK

2026 – 2027

IN THE GRAVES COUNTY SCHOOL DISTRICT, WE BELIEVE…

All students can learn and rise to our expectations.
Everything we do should be student centered.
Teachers influence learning more than any other factor.
Students learn more when authentically engaged.
As a team, schools, parents and communities help students reach their highest potential.

Graves County Schools

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GRAVES COUNTY BOARD OF EDUCATION POLICIES

All students shall follow the policies adopted by the Graves County Board of Education and will be enforced by each elementary school and the Graves County Board of Education.

STUDENT RIGHTS AND RESPONSIBILITIES

The Graves County Schools code of conduct describes standards of conduct, which are important to the success of both learning and community life in our schools. For students to have a successful educational experience, they must understand that individual rights become limited because of the need for mutual respect. This includes the responsibilities of following rules and respecting the authority of adults whose jobs are to ensure a successful education for many and not just one individual. In light of this concept, it follows that students at different ages and grade levels will exercise their rights differently. The younger the child, the greater the need of adult guidance and protection.

These rights shall include but not be limited to the following:

STUDENTS HAVE THE RIGHT TO:

1. An education preparing the student within the limits of abilities to reach maximum potential for contributing to the individual's welfare and that of society.
2. Receive a free public education until they have either successfully completed a twelve-year program or reached the age of twenty-one years old, whichever comes first.
3. Freedom of speech and expression.
4. Request an explanation of the purpose of rules.
5. Suggest rules or changes in rules.
6. Due process, in regards to disciplinary action, including the right to hear charges, state his or her side and to appeal decisions honestly believed unjust from teachers, to the principal, to the superintendent, to the Board of Education, according to established procedures.
7. Protection of person and property to the fullest extent possible by the school.
8. Participate in all school programs and activities within the limits of the capabilities and the established standards without regard to race, creed, or sex.
9. Confidentiality of personal school records.
10. Receive academic grades based only on academic performance.
11. Freedom of abuse and of threat of abuse by members of school faculty and administrative personnel.

STUDENTS HAVE THE RESPONSIBILITY TO:

1. Attend school regularly, to take advantage of the opportunities offered by cooperating with those teaching, and working at the job of learning and not to interfere with the rights of fellow students to an education.
2. Responsibly use the freedom of speech in such a way as not to offend the rights of others with obscene or damaging words or actions and, within the limits of good taste, to avoid the use of language in a discourteous, offensive, or inflammatory manner.
3. Obey the rules, and to question them in a way earnestly seeking explanation for understanding and not just for the purpose of an argument.
4. Make suggestions in a positive, responsible manner, taking into careful consideration the welfare of all, and not just the welfare of one or of a few individuals.
5. Exercise courtesy and reason at all times, to accept just punishment, to avoid unreasonable appeals, and to refrain from making false accusations for petty or vicious reasons.
6. To refrain from acts or actions which would endanger self or others, including property, and to take those steps and precautions necessary to protect self and possessions.
7. Make the best contribution possible with individual abilities, to support the school in all phases of program or activity, and behave in such a way that participation will be a contribution and not a detriment.
8. Administer the school environment to provide the proper learning atmosphere.

PARENTS AND GUARDIANS HAVE THE RIGHT TO:

1. Send their child to a school with an environment where learning is valued.
2. To expect that classroom disruptions be dealt with fairly.
3. Enroll students in the Graves County School District where they shall attend classes regularly and promptly with minimal interruptions.
4. Expect the school to maintain high academic standards.
5. Review the student's academic progress and other pertinent information, which may be contained in the student's personal records.
6. Address a question concerning their child to the proper authority and receive a reply in a reasonable period.
7. If there is any doubt about the certifications or qualifications of a student's teacher, parents have the right in accordance with state requirements, to request information relating to it.

PARENTS AND GUARDIANS HAVE THE RESPONSIBILITY TO:

1. Instill in their children the values of an education.
2. Instill in their children a sense of responsibility.
3. Instill in their children a sense of respect.
4. Understand that unnecessary interruptions in the school are detrimental to the educational program of all students.
5. Be familiar with the education program and the procedures.
6. Inform children about the disciplinary procedures of the school and emphasize the importance of following them.
7. See that children attend school.
8. Check with the proper school officials regarding the facts of any situation that they might question.
9. Support the efforts of the school personnel.
10. Demonstrate respect for the teachers, administrators, school personnel at school and all school related activities.
11. See that students exhibit neatness and cleanliness in their personal attire and hygiene.

TEACHERS HAVE THE RIGHT TO:

1. The support of co-workers, administrators, and parents.
2. Work in an educational environment with a minimum of disruptions.
3. To expect all assignments, including homework, will be complete and turned in as assigned.
4. Safety from physical harm and freedom from verbal abuse.
5. Provide input to aid in the information of policies that relate to their relationships with students and school personnel.
6. To take action necessary in emergencies to protect their own person or property or the persons or property of those in their care.

TEACHERS HAVE THE RESPONSIBILITY TO:

1. Present subject matter and experiences to students and inform students and parents or guardians of achievement or problems.
2. Aid in planning a flexible curriculum which meets the need of all students and which maintains high standards of academic achievement.
3. Assist in the administration of such discipline as in necessary to maintain order throughout the school without discrimination on any basis.
4. Evaluate students' assignments and return them as soon as possible.
5. Exhibit exemplary behavior in action and speech.
6. Exhibit neatness and cleanliness of personal dress and hygiene.
7. Reward exemplary behavior or work of students.
8. To maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
9. Recommend for retention in a class any student who fails to meet the basic standards for such class.
10. Maintain necessary records of students' progress and attendance as accurately as possible.
11. Follow and enforce rules and regulations of the Board of Education and/or school administration.
12. Care for the equipment and physical facilities of the school.

PRINCIPALS HAVE THE RIGHT TO:

1. The support of students, parents, and teachers in carrying out the educational programs and policies established by the school system.
2. Provide input for the establishment of procedures and regulations that relate to the school.
3. Safety from physical harm or abuse.
4. To take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.
5. Suspend a student whose conduct disrupts the educational process.

PRINCIPALS HAVE THE RESPONSIBILITY TO:

1. Create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
2. Administer discipline fairly and equally following the guidelines set forth herein, but in doing so use his/her best judgement.
3. Exhibit exemplary behavior in action, dress, and speech.
4. Implement and evaluate all aspects of the educational program to improve learning and comply with policies, regulations, procedures, or laws of the District, State and Nation.
5. Direct a program of dissemination of information explaining the Code of Conduct to the school community.

EDUCATIONAL OBJECTIVES

Basic Skills

- Provide opportunities for learning basic skills
- Encourage and establish good work habits
- Provide more individualized instruction
- Remain current concerning teaching techniques
- Promote 21st Century Skills, critical thinking, communication, creativity, problem solving, collaboration, and innovation

School Environment

- Maintain good classroom behavior
- Maintain good lunchroom behavior
- Be consistent in enforcing rules
- Recognize student accomplishments
- Maintain high student and staff morale

Student Development

- Promote physical and mental health
- Foster a cooperative attitude
- Increase self-respect and respect for others
- Develop student's ability and responsibility for decision making
- Increase respect for authority
- Instill appreciation and value for democracy

School & Community Communication

- Promote home and school communications
- Provide opportunities for parents and community involvement in the school
- Increase participation in PTA, PTSA, or PTO activities

REGISTRATION AND STUDENT HEALTH REQUIREMENTS

A student must be five (5) years of age by August 1 of the current school year before entering Kindergarten. Students enrolled or enrolling in the Graves County School System must comply with all Kentucky health laws, rules, and regulations except as provided in KRS 214:036. The following items are required on registration day:

- A current **Kentucky Immunization Certificate**
- A copy of the **Birth Certificate**
- A copy of the **Social Security Card**
- Proof of an **Eye Examination** (not a screening) by an optometrist or ophthalmologist on a form provided by the Kentucky Department of Education
- Proof of a **Physical Examination** on a form provided by the Kentucky Department of Education
- Proof of a **Dental Examination** or screening on a form provided by the Kentucky Department of Education

Kindergarten students are required to have a current Kentucky Immunization Certificate. Head Start physicals are accepted if on the proper form. Kentucky law, KRS156.160 (i) requires proof of a dental screening or examination by a dentist, dental hygienist, physician, registered nurse, advanced registered nurse practitioner, or physician assistant. This evidence shall be presented to the school no later than October 1 of the first year that a five (5) or six (6) year old is enrolled in public school.

All students must present a current immunization certificate showing vaccinations for diphtheria-tetanus-pertussis, measles, mumps, rubella and polio, Hepatitis A, Hepatitis B and Varicella. If a student has a history of chicken pox, a statement from the child's primary care provider is required along with the immunization certificate before they will be exempt from the Varicella vaccine.

All sixth-grade students must submit a current Kentucky immunization certificate including proof of Tdap or Td, a second dose of varicella and a meningitis shot. If a student had chicken pox in the past, a statement from the primary care provider is required with the immunization certificate before they will be exempt from the varicella vaccine. A sixth grade physical, dated within one year prior to sixth grade entry, is also required.

Students 16 and older must submit a current Kentucky immunization certificate including the meningococcal booster.

New students to the district must provide their respective school with the following information:

- Physical exam on a form provided by the Kentucky Department of Education
- Updated immunization record on a Kentucky Certificate
- Copy of the birth certificate
- Copy of the social security card

If the student is less than seven (7) years old, all kindergarten entry requirements will pertain to them as well. Parents or guardians of transfer students should sign a release form in order for us to obtain records from their previous school.

Should there be any questions relating to school health regulations, please contact your school guidance counselor or school nurse.

Kindergarten	Immunization Certificate – current and on correct form	Physical – on correct KY form (Preschool physicals will be accepted)	Eye Exam – on correct KY form (Preschool eye exams will be accepted)	Dental Exam or Screening – on correct KY form (must be completed during the same year of initial enrollment into Kindergarten)	Copy of Certified Birth Certificate	Copy of Social Security Card
Grades 1st – 5th ***KY State Transfer***	Immunization Certificate – current and on correct form	Physical – on correct KY form (Original KY physicals will be accepted)	Eye Exam – on correct KY form if student is under 7 years (Original eye exams accepted)		Copy of Certified Birth Certificate	Copy of Social Security Card
Grades 1st – 5th ***Out of State Transfer***	Immunization Certificate – current and on correct form	Physical – on correct KY form (within one year prior to date of entry)	Eye Exam – on correct KY form if student is under 7 years old		Copy of Certified Birth Certificate	Copy of Social Security Card
6th Grade	Immunization Certificate – current and on correct form (includes the 11 & 12 year old doses of Meningitis and Tdap or TD – in some cases a 2nd Varicella is needed)	Physical – on correct KY form (within one year prior to 6th grade entry)			Copy of Certified Birth Certificate	Copy of Social Security Card
Students age 16 and older	Immunization Certificate – current and on correct form (includes the 2nd Meningococcal Vaccine)					

SCHOOL READINESS

School readiness means that each child enters school ready to engage in and benefit from early learning experiences that best promotes the child's success. Kentucky measures readiness by screening each child with the Brigance Kindergarten Screener within the first 30 days that school is in session. All children who meet the legal age requirement are entitled to a public school education and is not dependent upon school readiness or behaviors.

GUIDANCE SERVICES

Elementary guidance counselors work with students in each of the elementary schools providing six basic services to our students:

- **Information Service** – Providing educational, occupational and social materials to students and staff.
- **Guidance and Counseling Service** – Conduct individual and group counseling sessions with referred students and students seeking help on their own to address specific needs which may be learning, social, emotional, and self-development.
- **Appraisal Service** – Administer individual intellectual assessments on referred students and interpret test scores to parents, teachers, and students as needed.
- **Consulting Service** – Acts as consultants to students, parents, administrators, teachers, and the community.
- **Referral Service** – Refer children with special needs to the proper agency within or outside the school, and refer students needing mental health counseling to Mountain Comprehensive Care.
- **Placement and Follow Up** – Properly place each student within the school setting to meet his/her individual need.

PRESCHOOL SERVICES

Preschool services are available in each elementary school for eligible children ages three (3) and four (4). Income eligible students must be three (3) or four (4) on or before August 1 of the current school year. Children with delays and documented disabilities may be eligible to begin the day they turn three (3) as long as all health records are current. Parent income is the basis of eligibility unless the student is determined to have a developmental delay or a diagnosed disability and qualifies for special education services. Students may attend through payment of tuition when there is availability. Consideration for other special family needs may qualify as eligibility for Head Start. The Graves County schools and Head Start provides services cooperatively. Preschool classes are half-day sessions, Monday through Thursday. Transportation is available for students living in the district. Services include a developmentally appropriate curriculum, meals, health services and disability services including speech, physical therapy, occupational therapy, visually impaired services and hearing-impaired services.

CAFETERIA AND SCHOOL NUTRITION PROGRAM

Graves County Schools participates in the National School Lunch Program, School Breakfast Program, At-Risk Supper, and the Summer Food Service Program. As part of these programs, Graves County Schools will offer healthy meals every school day at NO COST to the students due to the implementation of the Community Eligibility Provision.

Graves County Schools Meal Charge Policy
Notification to parents and guardians, school staff, and school nutrition employees of the Meal Charge Policy and available payment systems and meal prices is at the beginning of each school year or upon enrollment for students transferring in mid-year.

When a student accumulates more than ten (10) meal charges, the Superintendent/designee shall initiate the established collection process to include notification of parents and appropriate follow-up. If parents have not contacted the cafeteria manager or submitted the amount indicated within ten (10) working days from the date of final notice, the debt is delinquent and may involve the Board Attorney. The use of Food Service funds may avail in collecting delinquent meal charges. The Graves County School District will not allow students or adults to charge a la carte items nor to charge meal or a la carte items.

Click below to view the Local School Wellness Policy:

Local School Wellness Policy

GIFTED AND TALENTED PROGRAM

The Graves County Gifted and Talented Program addresses the special needs of the academically and visual performing arts gifted student. Graves County Schools are committed to meeting the individual needs of gifted and talented students by providing differentiated learning experiences to students.

SPECIAL EDUCATION

The Graves County School System ensures that all children with disabilities have available to them the variety of educational programs, services and curriculum as described in 704 KAR 3:303 that is available to children without disabilities. The Graves County School System offers classes designed to meet the needs of students with disabilities. Programs are available within the district for students with learning disabilities, mental disabilities, developmental delays, emotional and behavioral disabilities, autism, speech and language disabilities, hearing impairments, health and physical disabilities, visual impairments, multiple disabilities, and traumatic brain injuries.

School personnel, parents, guardians, or any other person who suspects a child may have a disability may refer the child by submitting a written referral to the principal or designee at each school. Contact the principal or designee for a referral form. Once receiving the referral, a meeting will take place at the school to determine if there is a disability and if there is a need for individual testing. In the need of testing and given written parental permission for testing, evaluations will take place at no cost to parents. The principal and/or designee, special education teacher, parent, regular education teacher, and other school staff as needed will meet to discuss the evaluations. This committee will review the evaluations and will determine if there is a need for special education. Students qualifying for special education services will receive an Individual Education Plan (IEP). The IEP outlines specific goals for the student and is reviewed annually and reevaluated every three (3) years.

ATTENDANCE POLICY

In the Graves County School District, we expect students to attend each day during which school is in session. However, if a student misses class for one or more of the following reasons, the principal may excuse the absence and allow the student to make up any missed work or tests.

- Medical Related Absences
  - Personal illness, including mental or behavioral health
  - Scheduled medical appointments that cannot be made after school (1/2 day only)
  - Severe illnesses of the student's immediate family
  - Dental appointments that cannot be made during out of school hours (1/2 day only)
- Military Related Absences
  - Documented military leave
    - 1 day prior to the departure of the guardian called to active military duty
    - 1 day upon return of guardian from active military duty
    - Visitation for up to 10 days with the student's guardian, who, while on active military duty stationed outside of the country, is granted rest and recuperation leave
    - Student attending basic training required by a branch of the US Armed Forces (10 days)
- Events and Circumstance Related Absences
  - Religious holidays and practices
  - 1 day attendance at the Kentucky State Fair
  - Student participating in the page program of the General Assembly
  - Court appearance when the student is subpoenaed by the court
  - *Death in the student's immediate family

Excused Absence: School approves the cause or reason for the absence. For absences (10 or fewer) to be excused, parents should notify the school by 8:00 am the morning of the absence. Upon returning from an absence, the student or his/her guardian must submit a written note to the school stating the reason for the absence. The school must receive this written notification within 5 school days of the child's absence. Any student returning without a note signed by the parent or guardian, or who fails to provide the above-requested information, will receive an unexcused absence.

The total number of days excused per year for the reasons and method above shall not exceed ten (10). After ten (10) days of absences of any reason (excused or unexcused), the student must present a doctor's statement for medical-related absences or provide evidence of extreme emergency circumstances beyond his/her control to the satisfaction of the principal, his designee, the superintendent, or the Board of Education. For medical absences, the doctor's statement shall specify the number of days the student will be out of school. A **Medical Excuse Form** completed by a physician will be required for a student having attendance issues. These forms are available at the school.

For excused absences, the student has the opportunity to make up work missed while absent and should contact their teacher to receive assignments. Students are responsible for all work missed and not made up in a reasonable time. Consideration for any case with extraordinary circumstances is made on an individual basis by the teacher and principal regarding making up work.

*Note: Death in the immediate family is an excused absence and not applicable from the ten (10) days per year as stated above. Immediate family shall include mother, father, brother, sister, grandfather, grandmother, blood related aunts, uncles, nieces, nephews, or anyone living in the same household with the student. The Principal or Designee will use discretion for absences due to a funeral for someone not in the immediate family.

Unexcused Absence: If the above procedures are not followed, the student will receive an Unexcused Absence. Students with 6 or more unexcused absences are considered habitually truant and subject themselves and/or their guardian to legal action, including, but not limited to, truancy or educational neglect charges.

For unexcused absences, individual schools shall address make-up work in accordance with their school policies. Students forging a parent's signature are subject to disciplinary action and will automatically receive an unexcused absence.

Early Checkout from School: Before a student leaves the school premises early, he must receive permission from the office, sign out, and a parent must pick up. The Graves County School District will not allow students to enter school late or leave school early on a regular basis for any reason unless they have the approval of the Graves County Board of Education.

Tardiness to School: After three (3) times tardy, the homeroom teacher will report to the principal, or the designee, the student in question. Disciplinary action for tardiness will adhere to the SBDM policy for the individual school.

ARRIVAL AND DISMISSAL FROM SCHOOL

Students should not be on the school grounds until 7:00 am. When arriving late to school, parents shall report to the main office and sign the student in on the school sign in sheet. Children are not to leave the school grounds without permission of the teacher or the principal. If it is necessary for a student to leave school during the day, the parent or parent-designee must sign in at the office. Students are not to wait outside the building for pickup during the school day. The parent or parent-designee must note the time the child leaves school and the purpose. The percentage of time absent goes toward the total number allowed missing with an excused absence.

HOME HOSPITAL INSTRUCTION

All students in the Graves County School System in grades first through twelfth (1 –12) are eligible for services when a doctor determines the child is ill or injured and is unable to attend school for a period of at least five (5) consecutive days. Paperwork is available from the school for the physician. Once the physician correctly fills out the paperwork, the school will assign the home hospital instructor to that student.

EDUCATIONAL ENHANCEMENT OPPORTUNITY

Students will receive an excused absence for up to ten (10) school days to pursue an Educational Enhancement Opportunity (EHO) determined by the Principal to be of significant educational value. This opportunity may include, but not limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Parents shall submit requests on a standard form provided by the school.

The principal shall agree upon this expectation prior to the leave. Upon return, the student shall provide evidence of his/her learning experience.

An EHO should not be granted for dates falling within state or district testing periods.

NON-TRADITIONAL INSTRUCTION

The Kentucky Department of Education has approved a waiver that allows Graves County Schools the use of virtual or other nontraditional means of instruction when school cancels because of weather or another emergency. In most cases, students will participate in the lessons online.

Under the provisions of the waiver, the district may count up to ten (10) nontraditional instruction days as regular attendance days in its school calendar and not have to make them up. The Superintendent will determine and announce non-traditional days when the need arises.

GRADING SYSTEM

Students in grades Kindergarten through Second (K-2) will utilize Standards Based Grading procedures.
Students in grades third through sixth (3-6) will utilize the following grading scale:

90 – 100 = A
80 – 89 = B
70 – 79 = C
65 – 69 = D
64 and Below = F

SCHOOL VISITORS

The Board encourages parents, professional educators, and others who have legitimate educational interests pertaining to the District's public school program, to visit the schools. All visitors must report to the office upon entering the school where they will identify themselves and declare their purpose for visiting. After obtaining permission to enter the school, all visitors must sign in at the front desk, provide valid identification, and wear a visitors tag. All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

Due to privacy concerns, and except for emergencies, personally owned recording devices are not for use to create video or audio recordings or to take pictures except with prior permission from the principal/designee and the affected individual(s). An exception may include events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the public attends), where the activity does not materially disrupt the event preventing others from observing the event, or otherwise violate legal rights. The Graves County School District considers school social events for student activities, sponsored by student clubs and activities during the school day that are not open to the public, not to be in the public arena. Such devices include, but are not limited to, personal cell phones and tablets.

PARENT AND SCHOOL COMMUNICATION

Graves County Schools believes that as a team, schools, parents and communities help students reach their highest potential. We encourage parents to join the PTA/PTO and communicate regularly with their child's school.

Good communication can solve many school issues. Email is an excellent source of quick and timely communication and a way to be in contact with the teacher regarding problems your child may experience.

REPORT CARDS

Students will receive report cards each nine weeks indicating progress in academic areas. These reports will go out 5 days following the end of each nine weeks grading period. If parents would like a conference, they may contact the school to make their request. The teachers or the principal schedules parent conferences after school or at other convenient times.

PROMOTION AND RETENTION POLICY

The decision relating to the promotion or retention of students rests with the school. With the exception of students on a reading plan in first (1st) grade who have not previously been retained and are not meeting appropriate benchmarks. In this instance, per KRS 158.305, the student MUST be retained. In general, promotion rests on the readiness of the student to do the work of the next grade level with the teachers' decision based on teacher evaluation of the student (assessment data, teacher recommendation, and daily participation), ability related achievement on standardized test, and progress in the skills continuum.

PHYSICAL EDUCATION

All students in grades Kindergarten through sixth (K-6) are required to participate in physical education unless physical limitations exist or otherwise excused by a doctor. The program will be a variety of planned movement activities selected and taught according to the characteristic needs and interests of students. Physical education programs will include a wellness component that includes moderate to vigorous physical activity and encourages healthy choices among students.

FIELD TRIPS

Transportation must take place in a district bus or other means approved by the principal or designee. A member of the school faculty or administration must accompany students on all field trips. The student's parent or legal guardian must give written permission and cover any cost of activities for the field trip. Teachers have the right to refuse to allow a student to participate based on discipline record, prior misbehavior on field trips, or failure to maintain academic progress.

TRANSPORTATION & REGULATIONS FOR STUDENTS RIDING GRAVES COUNTY SCHOOL BUSES

Students may leave school only by their regular mode of transportation, unless they present written permission from their parent or guardian. The privilege of any student to ride a school bus is conditional upon their positive behavior and observance of the following rules and regulations. Referral to the Principal or Designee of students violating any of the rules and regulations for necessary corrective action. This could include suspension from bus privileges for the student.

- The driver is in full charge of the bus and the students. Students shall obey the driver cheerfully and promptly. Students shall be on time, as the bus cannot wait for those who are late.
- Students are to avoid spitting or throwing trash on the floor of the bus.
- Students are not to damage or otherwise deface the bus.
- Students are to keep arms and head inside the bus windows at all times.
- Students are not to leave the bus without the driver's consent except at home or school.
- Students are not to leave their seats unless getting on or off the bus or unless authorized by the driver. Students are to respect persons whom they pass on the routes.
- Students who must cross the road after exiting from the school bus shall pass in front of the bus and not behind it.
- Students may not ride another bus other than the one assigned without the consent from their parent or guardian and proper authorization from the principal.

The Graves County School District will not allow the following activities on the bus at all times:

- Improper behavior including insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving, and similar offensive acts
- Smoking and/or the use of any tobacco products
- Possession and/or use of electronic cigarettes
- Throwing articles or objects in or from the bus
- Obstructing the aisles in any manner
- Any item that cannot be held on the student's lap
- Balloons or any items that may block the driver's view or impede exiting the bus

The Graves County School District will not allow installation or operation of a radio, tape, or communication system on the school bus that is not under the direct control of the driver.

Should the conduct of a pupil on the bus endanger the lives or morals of other people, and offending students fails to cease such conduct when requested by the bus driver, it shall be the duty of the driver to put the offender off the bus and report this action to the principal immediately. This is only in extreme cases as a last resort to protect the safety of the other students. Student referral to the principal or designee for any student who persists in violating any of these rules or regulations may result in disciplinary action. Please report any complaints of drivers, pupils, or parents, not specified in the above regulations to the principal, Superintendent, or Transportation Director at (270) 328 or 674-4804.

AFTER SCHOOL SPONSORED ACTIVITIES

Students participating in after school-sponsored activities shall be under direct supervision of a qualified adult and all school policies shall apply.

EXTRA CURRICULAR ACTIVITIES (Elementary Basketball, Football and Cheerleading)

There will be a basketball program for boys and girls conducted by a coaching staff for interested students at all the grade levels. Students enrolled in the Graves County School District may participate in these activities.

In addition, our elementary schools will offer football and cheerleading programs under the leadership of a coaching staff.

All students participating in extracurricular activities must provide proof of medical insurance (*see section on Student Insurance*).

ELIGIBILITY REQUIREMENTS FOR SPORTS (Attendance and Academic)

All players and cheerleaders must follow school policy regarding extracurricular activities. Students must be in attendance at school for a minimum of half (1/2) of the school day in order to participate in practice or games on that day, or on the Friday preceding the game on Saturday.

Players can only have failing grades in two (2) subjects and still be eligible to participate.

If a player is not eligible one week, he/she may continue to practice with the possibility of reestablishing eligibility for the next game. The school will notify parents and coaches of the ineligibility on Friday before the game. The school principal or designee will determine eligibility status.

SELLING ON SCHOOL GROUNDS

The Graves County School District will not allow Individuals to sell or trade items on school grounds or on school buses. This includes candy, drinks, school supplies, etc.

FORBIDDEN ITEMS AT SCHOOL

Students are not to bring skateboards, shoes with wheels, roller skates, trading cards, knives, fireworks, tobacco products, electronic cigarettes, pornography, matches, lighters, and/or other articles deemed inappropriate by the principal to school. The Graves County School District will not allow high-energy drinks and similar products in our schools. Students may bring cell phones provided the use is according to the administrator and teacher's direction.

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE OR REFLECTION

In accordance with regulations of the State Department of Education and the Graves County Board of Education, the Pledge of Allegiance will be recited and a moment of silence shall occur each morning in all classrooms.

ASBESTOS INSPECTION INFORMATION

Graves County Schools conducted a complete asbestos inspection of its facilities on August 7, 1998 utilizing the services of Larron Laboratory from Cape Girardeau, Missouri. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of the Graves County Schools (and at the offices of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public, teachers other school personnel and their representatives, and parents. The LEA (Local Education Agency) may charge a reasonable cost to make copies of management plans.

You as a parent are encouraged to examine the management plan that affects your child. The contents of the management plan and the recommendations made are available in the school office. The purpose of the Federal and State Regulation is to protect the health and well-being of all persons entering the buildings of this LEA for any reason. This LEA takes the recommendations seriously made in the management plan, with approval by the State Agency. The person who is LEA trained to oversee asbestos activities and ensure compliance is Ken Robinson. As required, Mr. Robinson, at the Graves County Board of Education, is the contact for the public to obtain information about asbestos-related activities in the Graves County Schools.

The Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519) required the EPA to develop regulations providing a comprehensive framework for addressing asbestos problems in public and private schools. This regulation requires all public and private schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement actions in a timely manner. This rule became effective on December 14, 1987.

HEAD LICE CONTROL

School personnel shall actively pursue the prevention and control of head lice in the District's schools by developing a consistent education, screening, and follow-up program for all students.

Principals and school personnel trained to identify live head lice shall adhere to mandated guidelines when observing students reported to have live head lice any time during the school year. School personnel may check siblings and students closely associated with the student for live lice, defined by the Centers for Disease Control and Prevention as crawling lice. In general, school-wide and class-wide checks are not necessary. A school or district representative will contact parents of each student identified as having live head lice advising them of the finding.

Principals or school/district personnel shall offer parents of students identified as having live head lice visual evidence of live lice in the student's hair, verbal and/or written information or directions for hair treatment, and household procedures. In most cases, students should not exclude from school, however, in all instances when personnel identify live lice, they shall confirm with the student and/or parent or guardian that the following guidelines have taken place:

- The parent/guardian has combed the student's hair with an actual lice/nit comb
- or applied special lice killing shampoo on the same or next day
- When the student has returned to school after treatment, designated school personnel rechecked the student before he/she returns to the classroom.

If live lice remained, the above steps were reestablished.

School personnel shall follow up with students found with a second and/or subsequent case of live head lice to assure that prescribed medical treatment for live lice has been applied to the student's hair no later than the next day and that and second application required is applied within the recommended period. The Superintendent/Designee shall establish educational information programs on head lice control methods for school personnel, community members, students, and parents providing each school with written materials on head lice control and prevention.

MEDICATION ADMINISTRATION

All medication should be given at home when possible unless it is necessary for administration at school. Due to a recent change in the law, all medications (prescription and over-the-counter) now require signatures by the parent/guardian and medical provider (MD, APRN, PA) on the medication permission form. These forms are only valid for one school year and must coincide with the current year. **Students shall not carry medication on their person at any time with the exception of epi-pens, metered dose inhalers, and/or glucagon for emergencies. Prescription medications must be supplied to the school in the original labeled container with the pharmacy label intact. Over-the-counter medications must be in a new, unopened container/box/bottle and not expired. Medications will not be accepted if labeled improperly or opened.**

Parents must bring prescription medication(s) in to the school nurse for counts and signatures. If a transportation issue occurs with prescription medication, arrangements must be made with the school nurse and bus driver. Over-the-counter medication, including aspirin/acetaminophen/ibuprofen, must be given to the bus driver if they ride the bus or to office personnel if transported by other means. The medication shall be retained during the school day and administered by the school nurse and/or medication trained unlicensed authorized personnel. No medication shall be kept at school for the purpose of administering to students unless the parent has brought the medication to school in the appropriate container accompanied by appropriate paperwork from the parent and physician. All prescribed medication shall bear the name of the student, the name of the medication, directions for administration, and the name of the issuing pharmacy. Abuse of prescribed drugs/over-the-counter medication shall be considered in the same manner as illegally obtained substances.

STUDENT INSURANCE

The Graves County school district has purchased supplemental accident insurance for all students at no charge. The insurance plan provides benefits for accidental injury while attending classes or during school sponsored and supervised activities. Claim forms and brochures with all necessary information are available at the school. Payment is made of all medical/dental expenses incurred from accidents ONLY IN EXCESS over any family or employer group coverage or a plan that must contribute its maximum before this coverage has any liability. This is a program of supplemental coverage designed to pick up eligible balances left by the family or employer group insurance or plan and if no other coverage or plan is available, to pay the medical/dental expenses incurred *to the limits stated in the policy.*

Contact John Roberts at Bob Roberts Insurance, 527 W Main St, PO Box 1177, Richmond, KY 40475 for specific questions relating to the policy (K&K Insurance). The agency's toll free number is 1-877-757-2581. The insurance plan provided by the Graves County Schools does not pay 100% of all medical and dental expenses. If you desire additional insurance coverage for your child, we suggest you consider purchasing supplemental individual accident insurance.

PLEASE READ CAREFULLY – You must indicate on the claim form, when submitting a claim, the name of your personal insurance company before payment of benefits by this insurance plan. Failure to provide complete claim information will prolong payment of allowable benefits. Thank you for your cooperation.

EMERGENCY PROCEDURES

The school will contact the parent or guardian if a student becomes ill and appears to need to go home. When injury of a student happens on school property, the teacher or person in charge may render such aid as is advisable under the circumstances and within the limits of their knowledge for treatment of such injury. Notification to the principal and parent or guardian is immediate, if possible. If the parent is not at home or cannot be reached by phone, or cannot arrange to pick the child up, the child will be made as comfortable as possible and remain at school. School personnel, under no circumstances, will take a student home when the parent or guardian is not there. If the matter is particularly serious and not able to reach the parent or guardian, school authorities may take the student to the hospital. It is IMPERATIVE that you provide the school with emergency contact information.

We ask parents to notify the principal and teacher(s) if a student has a chronic illness or disability that could require special or emergency treatments. For the well-being of the student, such information should be included in writing and kept in the student's cumulative folder.

SEVERE WEATHER

In case of inclement weather, please check the local radio and television station, the Graves County Schools Facebook page, Twitter @GravesCo, the school website at www.graves.kyschools.us or you may call (270)328-4803 or (270)674-4803 for the official announcement regarding school closings. In the event of early dismissal, please have a plan and instruct your child on what to do.

CRISIS RESPONSE AND DRILLS

The Graves County Schools uses Universal Emergency Procedures Protocols such as Evacuation, Shelter-in-Place, Lockdown, and Duck-and-Cover. These protocols are practiced using drills throughout the year (fire drills are monthly, tornado drills are during the first full month of the school year and again in February, March and April). Each school will go over response plans and practice them throughout the year. Schools will communicate their crisis plans with students, parents and community members.

INSTRUCTIONAL TECHNOLOGY

Graves County Schools provides an effective, secure, and fast network for data storage and retrieval. Information can be retrieved, analyzed, and manipulated to foster higher-level thinking skills. This network provides for secure transmission and storage of individual information while also providing, where appropriate, the ability to share information both within and beyond the Graves County School District allowing for a truly global educational experience.

Graves County Schools is committed to the continued access to state-of-the-art technology for addressing the education of our students. It is the district's goal that technology will support every phase of the curriculum through the use of a variety of teaching tools to enhance instruction and improve student learning by continued staff development, and the use of our Digital Learning Coach(es).

Graves County Schools is committed to the continued access to staff development and modern technology for addressing the education of our students.

CHROMEBOOK DIGITAL CONVERSION

Please note that although this is a summary of key points from the Acceptable use Policy (AUP) and User Agreement regarding the Chromebook program, parents or guardians are responsible for understanding and agreeing to the entire AUP, which is available online at our district website.

Students will receive a Chromebook for their device to use during the school year. A Chromebook is a special kind of laptop that uses the Chrome browser as its operating system. Although it has some limitations without an Internet connection, it does have the ability to do some viewing and editing of Google Drive files while offline. While specific ports vary with each model, each Chromebook should have a USB port, a charging port, and an audio port. Graves County will not provide external storage devices (USB flash drives, SD cards, etc.), but you are welcome to purchase and use your own.

In order to access the Google Apps for Education account and your school Google drive, you will log into the Chromebook with the same credentials as you would log in to your school email. (Email address – firstname.lastname@stu.graves.kyschools.us and email password that is 10 or more characters long). In addition to the issued Chromebook, you may log into a Chrome browser or Google Drive app, and access your files saved on your Google Drive using your Graves County email address and password.

ONGOING DIGITAL CITIZENSHIP

The website http://digitalcitizenship.net/ calls digital citizenship the "norms of appropriate, responsible tech use." Students will watch a Digital Citizenship video upon receipt of the Chromebook as part of the requirements for receiving a take-home device. While this video is an important first step of your digital citizenship journey, Graves County does not want this to be the last! Later in the school year, teachers and school administrators will share some online digital modules. Students will need to complete the modules assigned as part of the digital citizenship agreement.

CHROMEBOOK CARE

Students, please make sure to do the following:

- Charge your Chromebook to 100% every evening.
- Never loan your Chromebook to others.
- Carry your Chromebook appropriately, with two hands is outside of a bag or a backpack. If possible, please carry your Chromebook in a protective case, sleeve, backpack, or protective bag.
- Avoid food, water, and pets near your Chromebook.
- Do not use markers on the Chromebook or place stickers or any other decorations on the Chromebook.
- Never leave the Chromebook unattended, unless in a locked classroom.
- Know when Wi-Fi is ON or OFF. (Your Google Drive files will back up automatically as long as you are on the Internet or the next time you connect to the Internet).
- In the end, keep the Chromebook in the same condition as you received it. At the end of this school year, you will turn in the Chromebook and charger.

COMPUTER ACCEPTABLE USE POLICY

Please note that although this is a summary of key points from the Acceptable Use Policy, the entire AUP is available online at our district website (https://www.graves.kyschools.us/technology-acceptable-use-policy).

RIGHTS AND RESPONSIBILITIES
Graves County Schools provide computer resources in an effort to enhance teaching and learning. All students are expected to follow and adhere to the guidelines established below based on common sense, common decency, rules established in the schools of Graves County, rules established by the Graves County Board of Education, and laws of the City of Mayfield, County of Graves, State of Kentucky, and the United States of America. Strict adherence to the following guidelines will help ensure a positive and productive environment for all students. All students using school computers in Graves County will:

- Respect others' rights to freedom from harassment and intimidation.
- Respect and adhere to laws concerning copyright and other intellectual property rights.
- Follow security restrictions for all systems and information.
- Use and share computer resources courteously and efficiently.
- Recognize limitations to the privacy of electronic documents.

USAGE GUIDELINES
Each student is held responsible for his/her actions. Unacceptable uses of the network will result in disciplinary actions set forth by the individual school's administration. Some examples of such unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts.
- Using the network for financial or commercial gain;
- Degrading or disrupting equipment, software, or system performance;
- Vandalizing the data of another user;
- Wastefully using finite resource. Example: downloading software and files not related to educational purposes;
- Gaining unauthorized access to resources or entities by going around internet filters and/or security settings;
- Invading the privacy of individuals;
- Using an account owned by another user;
- Posting personal communications without the original author's consent;
- Posting anonymous messages;
- Downloading, storing, or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others;
- Creating or editing personal web pages using the school network;
- Unauthorized e-mail or chatting;
- Gaining access to, viewing, or otherwise visiting pornographic websites.

ELECTRONIC MAIL AND INTERNET CONSENT

As the parent or guardian of the student (under 18), I grant permission for my child to access networked computer services such as electronic mail and the internet. I also grant that my child's information may be shared with applications for educational use pursuant that the sharing of this information does not violate the Children's Internet Protection Act (CIPA). I understand that this access is designed for educational purposes; however, I also recognize that some materials on the internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media. By acknowledging the student handbook, you agree to the above.

CONSENT FOR USE OF GOOGLE WORKSPACE FOR EDUCATION: The Gmail solution is provided to your child by the district as part of the Google Workspace for Education service from Google. By acknowledging the student handbook, you hereby accept and agree that your child's rights to use the Gmail service, and other Google Workspace for Education Core Services and Additional Services that the Graves County School District may provide over time. You also give permission for Graves County School District to create/maintain a Google Workspace for Education account for your child and for Google to collect, use, and disclose information about your child only for the purposes outlined by Google at https://support.google.com/a/answer/6356441. You also understand that the Google Workspace for Education account provided to your child may also be used to access other electronic services and applications. All services are subject to the terms and conditions set forth in district policy/procedure, and Google's standard consumer terms of use, Google Service Agreement, and the Google Online Privacy Statement. Before your child can use those Google services, he/she must accept the Google Apps for Education Service Agreement and, in certain cases, obtain your consent.

INTERNET POLICY

Graves County students will be connected to the Internet, providing access to local, national, and international sources of information. In return for this access, students have the responsibility to respect and protect the rights of every other user in our community and the Internet. Students are to act in a responsible, ethical, and legal manner, in accordance with the Graves County Schools Acceptable Use Policy (AUP) and the laws of the community and the United States. Parents and Guardians who desire that their child not use the Internet should contact the school to make that request. **Students should be aware that loss of technology privileges may affect their grades adversely.**

INTERNET CONTENT FILTER

While you are using a district-provided Chromebook, federal law states that we must take reasonable precautions to prevent students from accessing material and information that does not serve a legitimate educational purpose or is otherwise harmful to minors. However, in a fluid, rapidly changing modern world, parents must be aware that it is impossible to 100% filter every inappropriate site or app. If a webpage, website, or app is found to have inappropriate content, please contact the Graves County Board Office.

BRING YOUR OWN DEVICE (BYOD)

The Graves County School District welcomes employees and students to bring in personally owned computers and other electronic devices to be used for instructional purposes. Please be aware of the items listed below before you connect your device to the Graves County Network.

- A student or staff member who brings privately owned devices to school is personally responsible for the equipment and all software installed on that device.
- Graves County Schools assumes no liability for any damage to a personally owned device. Any damage to the equipment is the responsibility of the individual who owns the device.
- Graves County Schools will not repair personally owned devices.
- Graves County Schools will not provide software to any device that we do not own.
- Graves County Schools will not service software on personally owned devices.
- All devices must have an installed, active, and updated anti-virus software.
- All devices must have all software patches and security updates applied to them.
- No devices shall use operating systems that are no longer supported by the manufacturer.
- Graves County Schools will not provide internal computer components for personally owned devices, whether as enhancements, upgrades, or replacements.
- If personal devices interfere with the district network in any way, the device may be banned from the network.
- Any damage to personally owned devices in the Graves County School District is the responsibility of the owner of the device.
- Purchasing perishable supplies to be used in equipment not owned by the district is the owner's responsibility.
- The district retains the right to determine where and when privately owned equipment may connect to the network.
- The student/staff member is responsible for the physical security of the equipment when not being used.
- Graves County Schools does not guarantee the privacy or security of any item stored on or transmitted by any privately owned computers.
- Use of the computer/peripheral must adhere to the Graves County School District Acceptable Use Policy.

Additionally, for privately owned computers being used in District facilities, the Graves County School District reserves the right to:

- Monitor all activity.
- Make determinations on whether specific uses of the computer are consistent with the District's Acceptable Use Policy.
- Log network use and to monitor storage disk space utilized by such users.
- Deem what is appropriate use.
- Remove the user's access to the network and suspend the right to use the privately-owned computer in District facilities if, at any time, it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.

For more information, go to http://www.graves.kyschools.us/byod/.aspx

TELECOMMUNICATION DEVICES

Graves County Schools Policy 09.4261 states that a telecommunication device "emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including but not limited to a paging device or a cellular telephone." Telecommunication devices are prohibited from use during instructional times, except during an emergency or if directed to do so by a teacher for an instructional purpose. For additional information, please refer to the policy on the district's website.

PROHIBITED WHEN USING SCHOOL TECHNOLOGY

The Graves County School District prohibits the following while using school technology:

- No illegal, unethical, or non-educational use.
- No harassment of any kind or online bullying of another student.
- No unauthorized use of district resources, including hacking or attempting to gain access that is unauthorized, disrupting the network in any way, or attempting to circumvent the district's Internet filtering.
- Never use another student's ID or login credentials.
- Never do anything on the internet that would be embarrassing. If you have the slightest doubt, don't do it!

TECHOLOGY TIPS FOR PARENTS AND GUARDIANS

Graves County Schools strives to work in conjunction with parents and guardians to ensure a safe and responsible learning environment when using technology in the classroom and at home. Below are some helpful tips for parents and guardians:

- Help the students form good digital habits and routines
- Be aware of what, when, and how tech is used at home. This includes the amount of screen time the student has not only to their Chromebook, but to their smartphone or gaming system. Are they using the tech for homework or playing games?
- Consider some off-screen time before bed. Studies show it is hard for both adults and children to simply put down a device and switch off their brain. If students seem overly tired in the mornings**, consider keeping their devices out of their bedroom at night so they are not temped to text or surf the web when they should be sleeping** - perhaps putting the devices in your living room or in YOUR bedroom.
- After school, ask students how the Chromebooks and other education technology helped them learn in a more effective, engaging, or personalized way.
- Last but not least, let the student be the teacher! Have them help you navigate the world of web-based tools and apps.

For more information and suggestions for Internet safety and guidance, visit the critically acclaimed website Common Sense Media at https://www.commonsensemedia.org.

TRACEABLE COMMUNICATION

All communication with students will be made through our District Approved Communication Tools such as StudentSquare, Google Education Suite, Schoology, etc.

ONLINE SAFETY, RESPONSIBLE SOCIAL MEDIA

The overall key is to leave a positive digital footprint. What you do on the Internet stays on the Internet to follow you around. If you post about your volunteer work or have photographs of your original art, colleges will want to enroll you, and employers will want to hire you. If you leave a negative digital footprint, the opposite will be true. Below are some tips on how to be safe online:

- Be ethical – conduct yourself in a positive and trustworthy manner.
- Be academically honest – never use technology to lie about yourself or cheat on an assessment.
- Be respectful – treat others as you would want to be treated.
- Before you post or send something online, think of the implications five years from now, not just five minutes from now. Five minutes from now, it might seem funny; five years from now, it might tarnish a job interview.
- Never give or share personal information of yourself and others, especially passwords, social security numbers, street addresses, or phone numbers.
- Remember, that in order to record audio, video, or still pictures of others, you must not only have consent, but the student must have a district "permission to capture" form. If you're in a classroom setting and you do not have permission from the teacher, DO NOT record any media of another person.
- On district resources, no privacy exists! Graves County has the right to see your browser history, the emails you send, and the files in your network drives.
- Last but not least, always remember that district technology is for educational purposes only.

DISCLAIMER AND RESPONSIBLE USE POLICY

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries, or service interruptions, whether caused by the school districts or the user's negligence, errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically disclaims any responsibility for the accuracy or quality of information obtained through its internet services. Please remember that:

- An AUP signed by both the student and parent/guardian must be filed before logging into the Graves County Schools Network or taking a Chromebook home.
- The full AUP is on the district website.
- Families are responsible for paying for lost or damaged Chromebooks.

We are very excited to offer you an opportunity to leverage the power of technology to further your education. But in the end, technology is only a tool to serve our mission.

STUDENT APPEARANCE CODES

The following appearance codes are to promote and heighten the educational atmosphere, as well as create a positive attitude of self-discipline for all students of the Graves County School System in order that they may be better able to enhance society and enter the world of work. Students shall observe modesty, neatness, and appropriateness in clothing. A student is not appropriately dressed if he or she is a disturbing influence in class or school because of appearance. Any student willfully and knowingly violating any provision of these codes after receiving reasonable notice and given an opportunity to conform, shall be subject to disciplinary action.

PROHIBITED CLOTHING INCLUDES:

- Tube tops, net shirts, strapless tops and dresses, or any garments with exposing tops, including midriffs. Students should wear a properly closed shirt at all times.
- Caps and/or hats in the school building during the day.
- Garments or accessories with suggestive logo of outward or underlying reference to sex, drugs, violence, or vulgarity of any kind.
- Proper footwear worn at all times.
- All garments shall be decent in appearance and worn as to their intended appearance.
- Appropriate dress is to the discretion of the principal.

USE OF PHYSICAL RESTRAINT AND SECLUSION

704KAR 7:160. Use of physical restraint and seclusion in public school.

The Graves County School District will provide annual training for all Graves County employees in the use of Positive Behavior Supports. Employees may use within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from imminent danger of serious physical harm. Personnel will make every effort to prevent the need for the use of restraint and seclusion.

Schools will not use mechanical restraints to restrict a child's movement or use medications to control behavior (except with authorization by a licensed physician or health care professional). Physical restraint or seclusion is only in situations where the child's behavior poses imminent danger or serious harm to self or others and when other interventions have been ineffective. These policies apply to all students.

When seclusion is used, the student is under constant visual monitoring by school staff.

Behavior interventions are consistent with a child's right to treat with dignity and free from abuse. The Graves County School District will not use restraint and seclusion for discipline or punishment. Repeated use of restraint or seclusion for an individual shall trigger a review of strategies currently in place and if appropriate, revision of those strategies to address dangerous behavior.

Teachers and staff train annually in the appropriate use of effective alternatives to physical restraint and seclusion such as positive behavioral interventions and verbal de-escalation techniques. Core team members train annually in the safe use of physical restraint and seclusion.

Annual review of policies regarding the use of physical restraint and seclusion and documentation of those restraints and seclusions are included in the review and revision according to state guidelines. Personnel will notify parents regarding the use of restraint or seclusion of their child.

BULLYING, THREATS AND HARASSMENT

KRS 158.148 – Definition of Bullying – *Any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance. The behavior repeats or has the potential for repeating, over time:*

1. *That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or*
2. *That disrupts the education process.*

Shall not prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution.

The Graves County School System will not tolerate acts of harassment, discrimination, or threats of harm or violence. It will not tolerate a climate of hostility created by the use of language, conduct, or symbols commonly understood to convey hatred, contempt or prejudice due to race, color, national origin, age, religion, marital status, sex or disability. This policy extends to all student language or behavior, including, but not limited to the use of electronic or online methods. The Graves County School District does not allow bullying, harassment and discrimination at any time on school property and off school grounds during school-sponsored activities.

Students who believe they have been a victim of an act of bullying, harassment or discrimination, or who have observed incidents involving other students that they believe to be an act of bullying, harassment or discrimination, shall, as soon as reasonably practicable, report it to the building principal. Students may be provided with the proper reporting forms and applicable board policies and procedures upon reporting of the incident.

Anonymous reporting (oral or written) of incidents will be accepted from employees and students of the school district. Alleged offenders and their parents or guardians are warned against retaliation as further consequences may be given as necessary and deemed appropriate by the school district.

The Department of Homeland Security provides an email tip line to all Kentucky schools. The Safety Tip Line, Online Prevention, or S.T.O.P Tip Line designates for use as an online reporting and prevention tool. If students, parents or community members know of an unsafe situation in school (bullying, weapons, drugs, or alcohol, etc.), they can anonymously pass on that information to school personnel. The tip line is on the Graves County Schools webpage located under Quick Links.

Employees observing prohibited behaviors or with whom students share a complaint shall notify the building principal or their immediate supervisors, who shall immediately forward the information to the district Superintendent or designee.

The Superintendent or designee shall provide for the following:

- An investigation of allegations of bullying, harassment or discrimination as soon as circumstances allow, no later than three (3) school days of submission of the original written complaint. A written report of all findings of the investigation is complete within thirty-(30) calendar days, unless additional time is necessary due to the matter by a law enforcement or governmental agency. The Superintendent or designee may take interim measures to protect complainants during the investigation.
- A process to identify and implement, within three (3) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the bullying, harassment, and discrimination. If corrective action is not required, an explanation shall be included in the report.
- Any felony offences under KRS Chapter 508 shall be reported to the local law enforcement, Kentucky State Police, or the County Attorney.

By receiving this code of conduct, student, parents, guardians, and those exercising custodial control, have been informed of the requirements of this code and provisions of Sections 1-5 of HB91. Employees are trained on these requirements.

DRUG AND ALCOHOL POLICY

The Graves County School System acknowledges that there is no responsible use of any illegal substance; therefore, the following policy is enforced.

Alcoholic beverages include any beverage with alcoholic content. Controlled substances include, but are not limited to, dangerous drugs, narcotics, marijuana, barbiturates, volatile substances, amphetamines, and any other legal or illegal material that has harmful or unnatural effect on the person using them. Possession includes items found on student's person, his or her locker, or any other personal property of the student brought on school premises. Abuse of prescribed and/or over-the-counter medication shall be considered in the same manner as illegally obtained substances.

Any student having used or found to be under the influence of content name above, and/or found with these items in his or her possession, and/or found to be selling, aiding, or abetting in selling, or in any way distributing items defined above, on school premises during the school day or an any school sponsored activities, shall be subject to school discipline and referred to the proper law authorities. Students who violate the drug and alcohol policy may be suspended for up to ten (10) days and referred to an alternative placement. During the suspension and alternative placement, the student shall not attend any school-sponsored activities.

SEARCH AND SEIZURE

The Graves County School District will adhere to the following procedures in a search and seizure situation:

- A student will not be searched unless there is reasonable suspicion that the student is concealing evidence of an illegal act. Search of a student shall be conducted only with the express authority of the principal. When searching a student, the person conducting the search shall be the same sex as the student; and a witness of the same sex as the student shall be present during the search.
- Illegal items (weapons, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the students safety or to others safety and security may be seized by school officials.
- A staff member may temporarily remove items that may disrupt or interfere with the educational process from the student's possession. The student may receive the item in return by the staff member or the parent/guardian may retrieve the item from the principal's office.
- The student will have opportunity to be present during a search of personal possession, unless the student's presence could endanger his or her health and safety.

The Board may modify such expulsions on a case-by-case basis.

To comply with existing requirements of the Individual with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, the Board of Education may modify the expulsion requirements on a case-by-case basis for IDEA eligible students. IDEA eligible students may be expelled for behavior unrelated to their disabilities as long as procedural safeguards required by IDEA and KRS 158.150 are followed.

An exception may be made for students participating in an authorized curricular or extra curriculum activity or team involving the use of firearms and to those persons listed in KRS 527.

Definition of Deadly Weapons and Dangerous Instruments House Bill 80 passed by the 1996 General Assembly has a broader definition of a "weapon" than does the Federal Gun Free Schools Act of 1994. The Graves County Board of Education defines weapon as "any firearm or other deadly weapon, destructive device, or booby trap." A more detailed definition of a deadly weapon follows.

In the enforcement of this policy, principals or their designees may authorize, if they have reasonable suspicion, searches in compliance with applicable Board Policy. Students having knowledge of weapons as described above and do not report it to school authorities and/or students who bring items that have the appearance or threat of weapons (such as look-a-like) are subject to disciplinary action.

WEAPONS

Kentucky Law prohibits the crime of unlawful possession of a weapon on school property for knowingly carrying, bringing, using, or possessing any weapon or destructive devises or booby trap device in any school building, on school grounds, in any school vehicle, or at any sponsored school activity. Except for authorized law enforcement officials, the Graves County Board of Education specifically prohibits the carrying of concealed weapons on school property.

State law requires the dismissal of a student for one year if they bring certain weapons such as guns, explosives, etc. to school. It is against school rules to have look-alike weapons at schools. Violation of this policy shall result in immediate suspension from school. In addition, the principal shall immediately file a report to the Superintendent, who shall determine if charges are filed for expulsion from the district.

The penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto a school campus or property, under jurisdiction of the Graves County Schools, shall be expulsion for a minimum of twelve (12) months.

CRIMINAL VIOLATIONS

Students are accountable to their school in their role as students as well as to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and of the federal government apply to the conduct of all persons on school property. Violations will be dealt with according to these laws and the local school board policy. Proper authorities will be notified if deemed necessary by school authorities.

SUSPENSION AND EXPULSION OF STUDENT'S POLICY

FIRST OFFENSE
The principal of the school has the authority to suspend a student up to three (3) days for violation as outlined in KRS 158.150.

SECOND OFFENSE
The principal of the school has the authority to suspend a student up to six (6) days for violation as outlined in KRS 158.150.

ANY OTHER OFFENSES
The principal may suspend the student until the next regular meeting of the Graves County Board of Education for the Board to review the issue to determine if expulsion is in order. If expulsion is deemed necessary, the Board, in consultation with the principal of the school, shall set duration and/or conditions of re-entry to the school. Student re-entry is contingent upon reasonable conditions set forth by the principal.

Students suspended from school are not to be on the school premises or at any school related activity (ball games, programs, and such at home or away) at any time during this suspension. Violation of this order will result in additional days suspended in accordance with the Graves County Board of Education's Suspension and Expulsion Policy.

Any suspension or expulsion occurring at the end of school or during the summer while on a school sponsored trip shall become effective following the student's enrollment the following school term.

Before a student returns to school following suspension, the parent or guardian must make verbal contact with the school principal or the designee acknowledging the suspension and the condition for re-entry.

All actions taken in conjunction with the provisions KRS 158.150 shall set forth reasons for suspension and conditions for re-entry to school programs and notification by certified mail to the parent or guardian or the person in charge.

In cases involving students with disabilities, the procedures mandated by federal and state law will be followed.

SATURDAY SCHOOL

Saturday School detention is a form of behavior modification for grades third through sixth (3-6). Saturday School detention is on scheduled Saturdays at Graves County High School from 8:00 am – 11:30 am. Students will come prepared to do instructional work and must bring books and materials. If a student misses a scheduled Saturday School, there will be a reassignment to the next scheduled Saturday School. Failure to attend on assigned Saturday School will result in further disciplinary action.

DUE PROCESS

KRS 158.150 states that all students admitted to the common schools shall comply with the lawful regulations for government of the schools. The following constitutes cause for suspension or expulsion from school:

- Willful disobedience or defiance of the authority of the teacher and/or administrators
- Use of profanity and/or vulgarity
- Assault and/or battery or abuse of other students or school personnel
- The threat of force and/or violence
- The use and/or possession of alcohol and/or drugs
- Stealing, destruction, and/or defacing of school property or personal property
- Carrying and/or use of weapons and/or dangerous instruments
- Incorrigible bad conduct on school property as well as off of school property at school sponsored activities

Suspension from the common school for the student is not until after at least the following due process procedures:

- The student receives oral or written notice of the charge or charges against him
- The student receives an explanation version of the facts relating to the charge(s)

POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS)

Graves County Schools has embraced Positive Behavioral Intervention & Supports (PBIS) to enhance school climate and culture across the district. PBIS is a research-based model that studies have shown to improve student academic and behavior outcomes. Our schools strive to ensure all students have access to effective behavioral practices and interventions. PBIS provides a framework for analyzing school wide behavior referrals to make decisions and solve problems based on their individual school needs. You and your student(s) will notice PBIS in our schools when you see and hear each school's clearly defined expectations for all school settings and by the rewards, your student(s) can obtain by meeting these expectations.

Successful PBIS implementation will help us:

- Have more engaging, responsive, preventative, and productive learning environments.
- Improve classroom management and address disciplinary issues based on data analysis.
- Improve supports for students whose behaviors require assistance that is more specialized.
- Maximize academic engagement and achievement for all students.

For additional information about PBIS, visit www.pbis.org

Graves County District Matrix - SOAR

Common Area	Voice level	Safety "Hands and Feet to Self"	Ownership "See it, Own it, Say it"	Achievement "My Best Effort"	Respect "Kind Words & Actions"
Classroom	0-2	Walk at all times Use materials appropriately Stay in designated area	Clean up after self and team Care for classroom materials Communicate when materials are broken/not working Taking responsibility for words and actions	Be prepared Complete assigned work/tasks Cooperate and participate with teacher, team, or class Persevere on tasks	Follow adult instructions Be an active listener Use appropriate written, spoken, and body language Positive Attitude
Hallway	0-1	Walk on the right Face the direction you are walking	If you see trash, throw it away	Go straight to and from destination in a timely fashion	Greet others appropriately Be aware of others and hallway decor
Restroom	0-1	Walk when entering and exiting One person per stall	Clean up after self Communicate when equipment is broken/not working	Practice good hygiene: Flush, Wash hands Use time wisely	Wait your turn Respect the privacy of others
Cafeteria	2	Walk when entering and exiting Keep your place in line Stay seated/wait to be dismissed	Go through line and use share table Keep table/area clean Clean up after self	Be prepared: Lunch # ready, Food choice ready Use time wisely (eat)	Please/Thank You Appropriate conversations Include others
Library	0-1	Walk when entering and exiting Stay in designated area	Return books appropriately and on time Care for books	Use time wisely Read, work, create	Wait patiently to check out books Help others when asked
Bus	0-2	Walk to the bus Stay seated and facing forward	Keep aisles and exits clear Throw trash away	Be on time to the bus Be quick getting off the bus	Follow adult instructions Use appropriate language
Assemblies	0-3	Walk when entering and exiting Follow the instructions of the presenter	Find your seat and stay there. Stay with your group/class Keep area organized/clean	Pay attention: Sit up & face the speaker, Eyes on speaker Participate/Engage: Respond appropriately, Phones/tech away	Eyes and ears on the speaker(s) Remain quiet during presentation Be courteous to others
Playground	3	Stay in designated area Use equipment appropriately Be aware of others and surroundings	If you see trash, throw it away Communicate when equipment is not working Dress appropriately for weather	Be active Regulate emotions	Follow adult instructions Use appropriate language Include others
Technology	N/A	Use school appropriate websites Use equipment appropriately Keep passwords private	Charge and care for Chromebooks Communicate when technology is broken/not working	Use as a learning tool Stay only on window needed during instruction Stay on task	Use appropriate written language Respect the privacy of others

BEHAVIORAL VIOLATIONS AND DISCIPLINARY ACTIONS

BEHAVIOR	DISCIPLINARY ACTIONS					
	In school discipline measures	Parent Guardian conference	Alternative School Placement (4th,5th,6th grade)	Short-term suspension (1 – 3 days)	Referral to proper authorities	Expulsion procedures initiated
Unexcused tardiness to class/school	Yes	Yes	Yes			
Defiance and/or Disrespect of authority	Yes	Yes	Yes	Yes	Yes	Yes
Failure to follow school and class rules	Yes	Yes	Yes	Yes		
Forgery	Yes	Yes	Yes			
Profanity/vulgarity	Yes	Yes	Yes	Yes	Yes	Yes
Use/Possession or sale of tobacco	Yes	Yes	Yes	Yes		
Use/Possession or sale of drugs/alcohol		Yes	Yes	Yes	Yes	
Use/Possession of fireworks	Yes	Yes	Yes	Yes		
Fighting	Yes	Yes	Yes	Yes	Yes	
Leaving school grounds without permission	Yes	Yes	Yes	Yes	Yes	
Theft or Vandalism	Yes	Yes	Yes	Yes	Yes	Yes
Possession of weapons			Yes	Yes	Yes	Yes
Harassment or discrimination	Yes	Yes	Yes	Yes	Yes	Yes
Deliberate activation of false fire alarm		Yes	Yes	Yes	Yes	Yes
Repetition of short-term suspensions		Yes	Yes	Yes	Yes	Yes
Threats (bomb, verbal, written, etc.)		Yes	Yes	Yes	Yes	Yes

In an extreme case, where other formal methods of discipline have proven inappropriate or not effective, Expulsion may be necessary. Order of action is the discretion of the principal.

Assault and Threats of Violence
Notice of Penalties and Provisions

KRS 158.1559 requires written notice to all students, parents and guardians of students within ten (10) days of the first instructional day of the school of the provisions of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and people lawfully on school property or against school operations). In compliance with this requirement, the text of KRS 508.078 is set forth below

KRS 508.078 (TERRORISTIC THREATENING, SECOND DEGREE)

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:
    1. With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution or postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation to occur;
    2. Makes false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur for the purpose of:
        1. Causing evacuation of a school building, school property, or school sanctioned activity;
        2. Causing cancellation of school classes or school sanctioned activity; or
        3. Creating fear of death or serious physical injury among students, parents, or school personnel;

    c. Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or

    d. Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.

A person is not guilty of commission of an offense under this section if he or she innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

Terroristic threatening in the second degree is a Class D felony.

Terroristic threatening in the second degree is a Class C felony when, in addition to the violations above, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

Potential Penalties under KRS 532.060 and KRS 534.030 upon Conviction

Please be advised that there are serious penalties for this second-degree terroristic threatening offense. Potential penalties for adults convicted of this offense include terms of imprisonment of not less than (1) year nor more than five (5) (Class D felony) or not less than five (5) years nor more than ten (10) years (Class C felony) and a fine of not less than one thousand dollars ($1,000) and not greater than ten thousand dollars ($10,000) as provided in KRS 532.060 and KRS 532.030, respectively.

Juveniles face sanctions that may include fines up to five hundred dollars ($500.00) (KRS 635.085): probation or supervision subject to court imposed conditions and graduated sanctions for violations (KRS 635.060); and sanctions that are more serious if they have prior adjudications or an offense is determined to involve a deadly weapon. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his or her parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

Title Notifications

District Parent and Family Engagement Policy

Testing Transparency

Sections 1112(e)(2)(A)-(B) of Every Student Succeeds Act (ESSA) requires the following regarding testing transparency.

(2) TESTING TRANSPARENCY.—

(A) IN GENERAL. – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the local educational agency will provide the parents on request (and in a timely manner), information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

(B) ADDITIONAL INFORMATION. – Subject to subparagraph (C), each local educational agency that receives funds under this part shall make widely available through public means (including by posting in a clear and easily accessible manner on the local educational agency's website and, where practicable, on the website of each school served by the local educational agency) for each grade served by the local educational agency, information on each assessment required by the State to comply with section 1111, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including—

(i) The subject matter assessed;

(ii) The purpose for which the assessment is designed and used;

(iii) The source of the requirement for the assessment; and

(iv) where such information is available—(I) the amount of time students will spend taking the assessment, and the schedule for the assessment; and (II) the time and format for disseminating results.

See the Kentucky Department of Education's Assessments webpage (https://education.ky.gov/AA/Assessments/Pages/default.aspx) for information about these requirements. For further questions, or to obtain a hard copy of this material please direct your inquiry to Allyssa Binkley, District Assessment Coordinator by phone at 270-328-2656 or by email at allyssa.binkley@graves.kyschools.us.

Right to Request Teacher Qualifications

Our district receives federal funds for Title I, Part A programs as a part of the Every Student Succeeds Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
4. Whether your child is provided services by Para educators, and if so, their qualifications.

If you would like to request this information, please contact Amy Turner by phone at 270-328-2656 or by email at amy.turner@graves.kyschools.us. Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where to send the information. Thank you for your interest and involvement in your child's education.

Medicaid Annual Parent Notification Letter

July 1, 2026

Re: Students of Graves County Schools

Dear Parents/Guardians,

The *Graves County* School District is pleased to provide your child with special education and related services as stated in his or her Individualized Education Program (IEP) or your child who qualifies for basic medical necessity through Expanded Access. Your child is entitled to free services, which means at no cost to you.

State and federal laws allow school districts to be Medicaid service providers for children with disabilities who are eligible under the Individuals with Disabilities Education Act (IDEA) or students who require medical services and their districts participates in Expanded Access; both are enfolded in the Medicaid program. This means that our school district can bill the Department of Medicaid for related health services stated in your child's IEP or for children who qualify for essential medical services.

Our school district is approved by the Kentucky Department for Medicaid Services to participate in the Medicaid School-Based Health Services Program. School claims for Medicaid payment for these services will not affect your child's receipt of health services from your family physician or other health providers in any way.

Our school district cannot submit claims to Medicaid for your child's services if you do not want us to do so. Our district billing Medicaid for these services will not change your child's IEP services or your right to receive Medicaid services if your son or daughter continues to be eligible for Medicaid services. If you wish to deny the district's access to reimbursement from Medicaid for health services in your child's IEP or necessary medical services, you should do so in writing. Our school district will continue to bill Medicaid for special services unless you notify us in writing that you wish us to stop. We will remind you once a year. If you wish to stop the district from submitting claims to Medicaid for your child, send a written statement to the district's Medicaid Liaison.

If you have any questions or concerns about your child's Medicaid coverage, please contact *Destiny Hawkins* at 270-328-1543.

If we do not hear from you, we will begin or continue to submit claims to Medicaid for your child's services. I want to thank you for your support of our efforts.

Sincerely,

Carmen Robertson

Carmen Robertson
Medicaid Liaison
Phone: 270-328-1558

Carta Anual de Notificación para Padres de Medicaid

1 de julio de 2026

Referencia: Estudiantes de las escuelas en el condado de Graves

Queridos Padres/Guardianes,

El *Condado de Graves* Distrito Escolar se complace en proporcionar a su hijo educación especial y servicios relacionados como se indica en su Programa de Educación Individualizado (IEP, por sus siglas en inglés) o su hijo que califica para la necesidad médica básica a través del Acceso Ampliado. Su hijo tiene derecho a servicios gratuitos, lo que significa que no tiene costo alguno para usted.

Las leyes estatales y federales permiten que los distritos escolares sean proveedores de servicios de Medicaid para niños con discapacidades que son elegibles bajo la Ley de Educación para Individuos con Discapacidades (IDEA, por sus" o estudiantes que requieren servicios médicos y sus distritos participan en el Acceso Ampliado; ambos están envueltos en el programa Medicaid. Esto significa que nuestro distrito escolar puede facturar al Departamento de Medicaid por los servicios de salud relacionados indicados en el IEP de su hijo o para los niños que califican para servicios médicos esenciales.

Nuestro distrito escolar está aprobado por el Departamento de Servicios de Medicaid de Kentucky para participar en el Programa de Servicios de Salud Basados en la Escuela de Medicaid. Las reclamaciones escolares para el pago de Medicaid por estos servicios no afectarán la recepción de servicios de salud de su médico de familia u otros proveedores de salud de ninguna manera.

Nuestro distrito escolar no puede presentar reclamos a Medicaid por los servicios de su hijo si no desea que lo hagamos. Nuestra facturación del distrito Medicaid para estos servicios no cambiará los servicios del IEP de su hijo ni su derecho a recibir servicios de Medicaid si su hijo o hija continúa siendo elegible para los servicios de Medicaid.

Si desea negar el acceso del distrito al reembolso de Medicaid por servicios de salud en el IEP de su hijo o los servicios médicos necesarios, debe hacerlo por escrito. Nuestro distrito escolar continuará facturando a Medicaid por servicios especiales a menos que nos notifique por escrito que desea que paremos. Te lo recordaremos una vez al año. Si desea impedir que el distrito presente reclamos a Medicaid para su hijo, envíe una declaración por escrito al Enlace Medicaid del distrito.

Si tiene alguna pregunta o inquietud sobre la cobertura de Medicaid de su hijo, comuníquese con *Destiny Hawkins* a *270-328-1543*

Si no tenemos noticias suyas, comenzaremos o continuaremos presentando reclamos a Medicaid por los servicios de su hijo. Quiero darle las gracias por su apoyo a nuestros esfuerzos.

Sinceramente,

Carmen Robertson

Carmen Robertson
Enlace de Medicaid
(número de teléfono) 270-328-1558

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Graves County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, FERPA law allows that Graves County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Graves County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, generally not considered harmful or an invasion of privacy, if released, can disclose to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), to provide military recruiters, upon request, with three (3) directory information categories: names, addresses, and telephone listings, unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

If you do not want Graves County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by September 1 of the current school year. Graves County Schools has designated the following information as directory information:

- Student's name
- Participation on officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of student
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), The Education Bill, and 10 U.S.C. 503, as amended by Section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), and the legislation that provides funding for the Nation's Armed Forces.

SCHOOL RECORDS - FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Graves County School District permits review and inspection of educational records by the parent(s) of a student or to an eligible student on request within a forty-five (45) day period. Eligible students are those eighteen (18) years of age or older or those duly enrolled in a post-secondary school program in general. FERPA rights pass to the eligible student upon either of those events. Parents will have access to the educational records of an eligible student eighteen (18) years old or older if the student is dependent under federal tax laws, is incompetent, or has waived his or her rights under FERPA.

The district ensures confidentiality of personally identifiable information of students during collection, storage, disclosure, and destruction of student records. School officials with a legitimate educational interest will have access to student records. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and school resource officers). It also includes a person serving on the School Board, a person or company with whom the district has contracted to perform a special task (such as an attorney, medical consultant, or therapist), or personnel assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if this official needs to review an educational record in order to fulfill his/her professional responsibility. District personnel will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the district discloses personally identifiable information from educational records.

FERPA *does not* allow school employees to give educational records information to outside law enforcement unless there is a written court order. FERPA allows public school employees to provide information to outside law enforcement agencies *only* if:

- Staff have observed the incident
- Staff heard the incident as it happened
- Staff participated somehow in the incident
- Staff may share their feelings about an incident they have observed, took part in, or heard

In addition, the district may disclose information from records to appropriate parties, including parents of eligible children, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individuals. In such cases, the bases for a decision that a health or safety emergency existed shall be recorded in the student's education records.

The principal of the school or other designated school official will receive all requests to review records. The district will give full access to these records, including those maintained in electric format, when necessary, to reasonably permit inspection, unless school officials receive written evidence of a court order relating to such matters as divorce, separation, or custody that specifically revokes the parental rights of records review and/or access. The district will comply with records review requests without unnecessary delay and in no case more than forty-five (45) days after the request.

Written policies are in place, which describes the types and locations of school records and the specific procedures available to parents and student who have reached the age of eighteen (18). The policies are for the review of records and the amendment of or hearing concerning educational records believed to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child. Procedures are available for the disclosure and destruction of records. Copies of these policies and procedures are available upon request from the principal or the superintendent.

For convenience, necessity, and in accordance with federal regulations concerning the release or transfer of educational records, the Graves County School System will forward educational records to a school in which a student enrolls or intends to enroll without the signing of a release statement. Upon request, parents may obtain copies of the records transferred. When records are serving no purpose to provide educational services, parents may request the destruction of any personally identifiable information, evaluation, or records regarding the placement of an exceptional child. Please address such requests in writing to the principal. The district will destroy the educational records of a child without a parent's request after maintaining the records five (5) years as specified by the Records Retention Schedule and following the time when the records are needless to provide educational services. District personnel will require identification of the person(s) requesting records before handed over for inspection or release. The district will maintain a permanent record of a child's name, address, phone number, grades, attendance record, classes attended, grade level completed, and years completed.

Parents have the right to file complaints to the Family Educational Rights and Privacy Act concerning any alleged failures of the district to comply with this act.

CHILD FIND NOTICE

The Graves County School District has an ongoing *Child Find* system that will locate, identify, and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education or 504 Services. This includes children who are:

- Not in school
- Those who are in public, private, or home school
- Those who are highly mobile such as children who are migrant or homeless
- Those who are advancing from grade to grade who may need but are not receiving Special Education for 504 Services

The district's *Child Find* system includes children with disabilities attending private or home schools within the school district boundaries that may need special education services. The Graves County School District will make sure any child enrolled in its district who qualifies for Special Education or 504 Services, regardless of how severe the disability, is provided appropriate Special Education for 504 Services at no cost to the parents of the child.

Children eligible for Special Education include children with disabilities who because of such an impairment need Special Education Services. These disabilities include:

- Autism
- Deaf
- Blindness
- Developmental Delay
- Emotional Behavior Disability
- Hearing Impairment
- Mental Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment

Children eligible for 504 Services include those children in public elementary and secondary education programs who have a current physical or mental impairment that currently substantially limits some major life activities which causes the student's ability to access the school environment or school activities to be substantially limited.

Children eligible for the State Funded Preschool Program include three (3) and four (4) year old children identified with disabilities and four (4) year old children who are at risk, as defined by federal poverty levels up to 160%. Preschool children eligible for Special Education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State Funded Preschool Program services.

We encourage parents, relatives, public and private agency employees, and concerned citizens to help the Graves County School District find any child who may have a disability and need Special Education or 504 Services. The District will need the name and age or date of birth of the child, as well as the name, address, and phone number(s) of the parents or guardians, the possible disability, and other information to determine if Special Education or 504 Services. The school district uses Information collected to contact the parents and determine if the child needs an evaluation or referral for Special Education or 504 services. If you know of a child who attends a public, private, or home school and lives in the Graves County School District, who may have a disability and may need but is not receiving Special Education or 504 Services, please call the school principal or you may contact the following:

Carmen Robertson, Director of Special Education – (270)328-1558
Scott Bradley, Director of Pupil Personnel – (270)328-1566
Stephanie Cash, 504 Coordinator – (270)328-4987

Child Find activities will continue throughout the school year. As part of these efforts, the Graves County School District will use screening information, student records, and basic assessment information to help locate children with a disability and in need of Special Education or 504 Services. Any information the District collects through *Child Find* is confidential. Written *Policies and Procedures* developed describes the District's requirements regarding the confidentiality of personally identifiable information and *Child Find* activities. Copies are located in the Principal's office of each school and at the Board of Education. You may attain copies of these *Policies and Procedures* by contacting the Director of Special Education at (270)328-1558. The District office is open Monday through Friday from 8:00 am until 4:00 pm.

The Graves County School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the feasible extent. If you know of someone needing this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the Director of Pupil Personnel, the Director of Special Education, or the Section 504 Coordinator for Graves County.

NONDISCRIMINATION POLICY AND COMPLAINT RESOLUTION PROCEDURE

No person shall be subjected to discrimination because of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions. This includes school services, benefits, aids, activities, programs, courses, hiring practices, promotions, dismissals, fringe benefits, vocational programs of Education in accordance with and as required by Title IX of the Education Act Rehabilitation Act of 1975 and the American Disabilities Act of 1990 (P.L. 101-336)

As required by said legislature, the Graves County Board of Education designates Amy Turner and Carmen Robertson as the coordinator and contact persons relating its compliance to said regulations and programs and relating to compliant resolution procedures for said regulations and programs.

Amy Turner, Human Resources
Carmen Robertson, Director of Special Services
Graves County Schools
2290 State Route 121 N
Mayfield, KY 42066
(270)328-2656

Any individual or group having complaints or grievances relating to said Title IX, Title VI, or Section 504 provisions and implementation thereof, may register written complaints with the said contact persons for appropriate action by the school system. Notification to the complainant(s) of the status of the action relating to the complaint will be within thirty days. If the complainant is dissatisfied with the resolution of the complaint, the complainant may request a hearing before the Superintendent with the right to provide evidence and witnesses and the right to question parties to the dispute. After this step, if the complainant is dissatisfied with the resolution of the complaint, the complainant may request a hearing before the Board of Education with these same rights, for the resolution of the complaint. Past this point, the individual has full rights of recourse with appropriate governmental agencies or the court system.